

SUPPLEMENTAL QUESTIONNAIRE
(Common Interest Subdivision Conversion)

RE 639 (Rev. 7/95)

GENERAL INFORMATION

DRE FILE NUMBER (IF KNOWN)

TRACT NUMBER

TRACT NAME

ADDRESS

QUESTIONNAIRE**1. HISTORY OF IMPROVEMENTS**

A. Completion Date (Submit copy of recorded Notice of Completion.) _____

B. Date of Subsequent Additions (Submit copy of recorded Notice of Completion.) ... _____

C. Prior to conversion, what was this project used as? ☐ Hotel ☐ Motel
☐ Apartment**2. CONDITION OF COMMON AREA IMPROVEMENTS***Indicate to the nearest month the date of the last renovation or replacement of the following:*

A. Paint and/or Wall Coverings

1) Exterior paint _____

2) Trim paint _____

3) Lobby renovation _____

4) Interior hallways _____

5) Community rooms _____

6) Garages/carports _____

7) _____ _____

B. Roofing _____

C. Carpets _____

D. Common furniture _____

E. Athletic equipment _____

F. Paving _____

G. Building mechanical

1) Central/community heat _____

2) Central/community air _____

- 3) Hot water heaters _____
- 4) Elevators _____
- 5) _____

H. Recreational facilities

- 1) Pool _____
- 2) Pool heaters _____
- 3) Pool filter _____
- 4) Club house _____
- 5) Rest rooms _____
- 6) _____

I. Other:

- 1) _____
- 2) _____

- J. Has any local (city or county) governmental agency, by ordinance or as a condition of approval of the conversion, required, or will they require a building inspection report? ☐ Yes ☐ No

Note: Physical elements include, but are not limited to: structures, foundations, roofs, electrical, plumbing, utilities, walls, ceilings and windows, recreational facilities, sound transmission of each building, mechanical equipment, parking facilities, appliances, structural pest control, etc.)

If YES, please furnish a copy of the entire report.

- K. In lieu of the foregoing, will the city or county provide a statement that the building conforms to current building codes? ☐ Yes ☐ No

If YES, please furnish a copy of the statement.

- L. Has local governmental agency required you to comply with local building codes as a condition to approval of your conversion under the Subdivision Map Act and local ordinance? ☐ Yes ☐ No

If YES, please submit evidence of compliance with such local building codes and ordinances.

- M. 1) When did the applicant start operating the building subject to this conversion? _____
- 2) Are there any defects of the structural components of the building (i.e., foundations, frame, roof structure) or of the plumbing, heating, air conditioning, or other mechanical features such as elevators, exhaust systems, etc.? ☐ Yes ☐ No

If YES, list defects and attach proposals to cure defects.

N. Submit inspection reports by a qualified engineer or contractor or other qualified person on the following items:

- 1) Foundation
- 2) Structural
- 3) Plumbing
- 4) Electrical
- 5) Mechanical components
- 6) Roof
- 7) Structural pest control inspection report
- 8) Paving
- 9) Swimming pools

Note: Reports should state the condition of those components, give an estimate of their remaining useful life, and give an estimate of the cost of any recommended repairs.

If subdivider decides not to furnish the inspection reports and cost estimates, the Department of Real Estate will insert a special note in the Subdivision Public Report dealing with the seriousness of such lack of material information.

3. RENOVATION OF COMMON AREA IMPROVEMENTS

A. Does the conversion program provide for any renovation or replacement of common area improvements or will any additions to the project be constructed? ☐ Yes ☐ No

If YES, submit a statement indicating all renovation work completed to date, including work to be completed in the future and financial arrangements to complete same. Provide a copy of the plot plan detailing new additions.

B. Will all renovation work be completed prior to recording of the condominium (or cooperative) plan and issuance of the Final Public Report? ☐ Yes ☐ No

If NO, the subdivider must provide financial guarantees to the homeowner association and specify a date for completion [B&P Code Section 11018.5(a)(2)]. Submit Planned Construction Statement (RE 611A) for approval, if necessary. Designate which alternative under B&P Code Section 11018.5(a)(2) will be utilized to guarantee completion.

If YES, submit copy of recorded Notice(s) of Completion when available.

C. Will the subdivider furnish owners association with copies of contracts, guarantees and warranties for construction work and/or new fixtures that will inure to the benefit of the association? ☐ Yes ☐ No

If NO, a special note will be placed in the final subdivision public report dealing with the materiality of such information.

4. CONVERSION PROCEDURES

- A. Furnish, for review, copies of the written notice of intention to convert and notice of tenant's first refusal as provided under Government Code Section 66427.1 (Subdivision Map Act) must be furnished for review.
- B. If there will be two price-ranges for the new units, one for tenants and another for non-tenants, submit the price list and differential.
- C. If there will be a period of renovation when tenants who will be exercising their conversion privilege must vacate the building, submit information regarding the time lapse, when temporary facilities are to be provided and whether there will be a preliminary public report.
- D. Section 13213 of the Health and Safety Code of the State of California provides that by April 26, 1979, or such extension as has been granted by the local fire authority, existing high rise buildings (those with residential uses at an elevation 75 feet or more above the ground or lower floors having entries) are required to be brought into compliance with fire and panic safety standards adopted by the State Fire Marshall.

For such structures, subdivider must provide evidence of compliance or evidence of extension granted by the local fire authority, along with permits and conditions.

If compliance will not be obtained prior to the close of the first escrow, also submit proposed financial arrangements to assure compliance.

- E. Title 8 of the Administrative Procedure Act provides requirements for elevators with runs at 50 foot or more and includes buildings of less than 75 foot elevation. For these structures, submit evidence of compliance from the Department of Industrial Relations, Division of Occupational Safety, Elevator Unit; offices are located in Anaheim, Oakland, Sacramento, San Diego, San Francisco, Truckee, and Van Nuys.
- F. Civil Code Section 1134 requires the owner or subdivider, or his agent, of a unit in a condominium project which was converted from an existing dwelling, to deliver to the prospective buyer, either a written statement listing all substantial defects or malfunctions in the major system, as defined, in the unit and common areas, or a written statement disclaiming knowledge thereof. Submit copies of the written statement of defects or written disclaimer proposed for review.

5. OPERATING STATEMENTS

- A. Submit income and expense statements applicable to the project for the last (3) years.

CERTIFICATION

I hereby certify under penalty of perjury that the foregoing is true and correct.

NAME OF OWNER (IF CORPORATION, PARTNERSHIP, ETC., SO STATE.)

SIGNATURE

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TITLE

DATE

Note: Authority of agents must be verified. Verification made outside the State of California must be certified to by a Notary Public.